

Credit Details Entry for Non-NC WISE School Courses

Introduction

This guide will demonstrate how to enter credits for non-NC WISE school courses. For a full description of functions within the module, please refer to the Credit Details Entry for Non-NC WISE School Courses lesson.

Entering Credit Details for Non-NC Wise School Courses

1. From the **eSIS Main Start** screen, click **Common View** on the menu bar.
2. From the **Common View** menu, click **Credit Details**.
3. On the **Credit Detail** screen, click the **Detail** button at the bottom of the screen.
The **Student Credit/Credit Marks Detail** screen opens.
4. In the **Pupil Number** field, enter the appropriate pupil number.
Alternately, you may query by the student's name.
5. Click the **Add from Course List** button at the bottom of the screen.
The **Courses** window opens.
6. On the list, click the appropriate course to select it.
7. Click the **OK** button.
8. In the **Final Mark** field, enter the appropriate mark.
9. Click the drop-down arrow for the **Grade** field.
10. On the list, click the appropriate grade level to select it.
11. In the **Year** field, enter the appropriate year.
12. In the **Compl. Date** field, enter the appropriate completion date.
13. Click the **?** (question mark) button for the **School** field.
14. On the list, click the appropriate school to select it.
15. Click the **OK** button.
16. Click the drop-down arrow for the **Prov/State** field.
17. On the list, click the appropriate state or province to select it.
18. Click the drop-down arrow for the **Dipl. (diploma) Cat.** field.
19. On the list, click the appropriate diploma category to select it.
20. Click the drop-down arrow for the **Academic Level** field.
21. On the list, click the appropriate academic level to select it.
22. Click the drop-down arrow for the **Course Type** field.
23. On the list, click the appropriate course type to select it.
24. Click the drop-down arrow for the **Course Length** field.
25. On the list, click the appropriate course length to select it.
26. Click the **Inc in Hon Role** checkbox to select or clear it, as appropriate.
27. Click the **On RC** checkbox to select or clear it, as appropriate.
28. Click the **Vocational Ind.** checkbox to clear it, if necessary. (Never selected for NC schools.)
29. Click the **Save** button.

The **Forms** window may appear with the message: **Are you sure you want to give only partial credit for this course?**

30. Click the **Yes** button or the **No** button, as appropriate.

31. Complete any additional changes.
32. Click the **Save** button.
33. Click the **Exit** button.
The **Credit Detail** screen returns.
34. In the earned credit column for the appropriate course, enter the earned credit.
35. Click the **Save** button.
36. Click the **Exit** button.
The **eSIS Main Start** screen returns.